

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

PART I - Position Description

1. Agency Name Dept. for Children and Families		9. Position Number K0226006		10. Budget Program Number 23850	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position)	
3. Division East Region				12. Proposed Class Title	
4. Section Program and Service Integration				13. Allocation	
5. Unit Rehabilitation Services				14 (a). Effective Date	
6. Location (address where employee works) City Topeka County Shawnee				14 (b). FLSA Code	
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp %				15. By Approved	
8. Regular Hours (circle appropriate time) From: AM/PM To: AM/PM				16. Audit Date: By: Date: By:	
				17. Position Reviews Date: By:	

PART II - Organizational Information Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This is a professional management work to direct and oversee the implementation of the vocational rehabilitation (VR) program at the local unit level. The VR program provides comprehensive services to empower people with disabilities to achieve employment.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

N/A

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Elizabeth Van Vleck Title: Rehabilitation Services Program Administrator Position Number: K0225514

Who evaluates the work of an incumbent in this position.

Name: Elizabeth Van Vleck Title: Rehabilitation Services Program Administrator Position Number: K0225514

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

This is a professional position, supervised by the Regional Program Administrator. Work is done independently with minimal monitoring by the Regional Program Administrator.

d) Which statement best describes the result of error in action or decision of this employee.

- ( ) Minimal property damage, minor injury, minor disruption of the work flow.
  - ( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
  - ( X ) Major program failure, major property loss, or serious injury of incapacitation.
  - ( ) Loss of life, disruption of operations of a major agency.
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21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed ). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

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No.	%	E O R M	
			<p>In addition to the tasks listed below, this position is expected to:</p> <ul style="list-style-type: none"> <li>• Comply with the Kansas Rehabilitation Services (KRS) professional conduct expectations.</li> <li>• Demonstrate leadership in carrying out the DCF Mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public;</li> <li>• Demonstrate leadership in carrying out and communicating the Goals and Priorities of Kansas Rehabilitation Services (KRS), emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in KRS programs, services and activities;</li> <li>• Ensure that all KRS programs and services support customer engagement and informed decision making.</li> <li>• Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth;</li> <li>• Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency;</li> <li>• Provide excellent customer service both internally and externally;</li> <li>• Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity, and follows the expectations of the RS Professional Conduct guidelines;</li> <li>• Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other DCF and KRS staff;</li> <li>• Demonstrate a commitment to customer service and integrated service delivery. The incumbent will participate fully in integrated service team activation and work effectively with all other divisions to provide a harmonious work environment that is conducive to improving agency outcomes, office operations and a productive working relationship with the community; and</li> <li>• Work cooperatively with peers, staff, customers, community partners and the general public.</li> </ul> <p>This position has Vocational Rehabilitation (VR) Field Program administrative responsibility for an assigned unit. This position exercises line authority for developing and providing direct consumer services through several VR Counselors located in one or more offices within the Region. This position assists in the management of field service activities and resources. Primary responsibilities involve local implementation of major program services, such as vocational rehabilitation, transition from secondary education to post-secondary education leading to employment or direct entry into the workforce for youth with disabilities, and supported employment. This position may also be responsible for local implementation of special systems change initiatives designed to improve services and/or outcomes. This work is performed with latitude for initiative, discretion, independent judgment, and action in alignment with policies and regulations. The Regional Program Administrator provides regular feedback on the achievement of objectives, resource management, customer service, and performance of program and core competencies.</p>
1.	30	E	<p><b>VR Program Implementation:</b> Organizes the work flow of the unit, assuring timely processes for applications, eligibility determinations and development of Individual Plans for Employment. Oversees the day-to-day work of VR counselors maintaining a focus on quality of services, fiscal accountability, achievement of federal standards/indicators, and achievement of program outcomes. Provides guidance to counselors on correct implementation of federal VR regulations and Rehabilitation Services policies and procedures. Provides direction and coaching to counselors on documentation standards. Analyzes local procedures for continuous improvement. Analyzes and reports on unit-level objectives, outcomes and initiatives. Contributes to statewide policy development and process improvement teams or activities as assigned. Covers vacant/absent counselor caseloads to assure ongoing service delivery.</p>
2.	25	E	<p><b>Human Resource Management:</b> Provides direct supervision to VR counselors in the unit. May also supervise vocational evaluators, rehabilitation technicians/associates, rehabilitation teachers, and/or support staff. Conducts personnel practices in accordance with State and DCF requirements to promote and support a positive team environment. Ensures competency of the staff within VR field program by identifying staff training needs and requesting appropriate in-service training. Provides direct on-the-job training/coaching for VR counselors regarding accurate and timely casework decisions regarding assessment, consumer eligibility, service planning, consumer engagement, fiscal accountability, caseload management and case closure. Guides and trains VR counselors to comply with agency standards and expectations related to documentation, outreach, customer service, and coordination with vendors or service providers.</p>
3.	15	E	<p><b>Quality Assurance and Program Monitoring:</b> Assures that service delivery practices conform to agency standards through systematic case reviews, analysis of data and trends, and case management oversight. Identifies deficiencies, and assists the unit or individual VR counselors to develop corrective strategies. Acknowledges exceptional practices. Recommends policy or procedure improvements at the state level.</p>
4.	20	E	<p><b>Financial Accountability:</b> Promotes effective and efficient management of resources through regular monthly monitoring of case service expenditures and apparent outliers. Follows through with the unit or individual VR counselors to guide their corrective actions as necessary. Reviews and approves/denies exceptions for specific services or expenditure above the counselor's spending authority. May also make recommendations for exceptions above the Manager's authority to the Program Administrator or Central Office for final decisions. Reviews the use of comparable services and benefits. Assists counselors in identifying sources of comparable benefits in order to reduce the KRS share of costs. Applies knowledge of state purchasing policies and procedures to assure that the unit maintains compliance for purchases of consumer goods and services.</p>
5.	10	E	<p><b>Community Resource Development:</b> Develops and maintains working relationships with local school districts, vendors, referral sources, and service provider agencies. Actively works to establish new or additional service provider agreements to meet the service needs of consumers and to increase consumer opportunities for choice among providers. Assists in the negotiation of specific service provider agreements. Assists in representing the agency to the public. Guides VR counselors to research vendor options to assure access to services and prudent use of public funds. May assist employers with job analysis, reasonable accommodation, and/or job modification issues.</p>

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

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22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Nature of work involves (1) developing (coaching) new and experienced staff, (2) allocating resources; (3) coordinating referrals; (4) assisting in coordinating public relations; and (5) assisting in hiring competent staff. If work is improperly or incompletely performed, or supervisory judgment is poor, it could result in significant adverse effect on consumers and agency operations.

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23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

(     ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.

( ☒ ) Plans, staffs, evaluates, and directs work of employees of a work unit.

(     ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title**

**Position/KIPPS Number**

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Nature of the work involves frequent contact with public, regular contact with other agency employees.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

There is infrequent contact with hostile clients. Established office policies and procedures dictate appropriate response to such situations and should minimize danger to the employee.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

State vehicle (frequently used in field contacts)

Personal computer used daily to meet paperwork demands

Calculator used daily to monitor fiscal resources

Phone used daily to communicate with staff and others.

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**PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

One year of experience in planning, organizing and directing work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

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**28. SPECIAL REQUIREMENTS**

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

N/A

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

N/A

C. List preferred education or experience that may be used to screen applicants.

Prefer Master's Degree in rehabilitation counseling from a CORE accredited program or a current Certified Rehabilitation Counselor certificate. Experience in VR program service delivery preferred.

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29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

N/A

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30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

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**PART IV - Signatures**

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Signature of Employee

Date

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Signature of Personnel Officer

Date

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Signature of Supervisor

Date

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Signature of Agency Head or Appointing  
Authority

Date